

NORTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE FOR ON-STREET PARKING

22 June 2017 at 1.00pm

**Grand Jury Room, Town Hall, High Street, Colchester,
Essex, C01 1PJ**

Members Present:-

Councillor Mike Lilley (Colchester Borough Council)
Councillor Robert Mitchell (Essex County Council)
Councillor Danny Purton (Harlow District Council)
Councillor Nick Turner (Tendring District Council)
Councillor Richard Van Dulken (Braintree District Council)
Councillor Gary Waller (Epping Forest District Council)

Also Present: -

Michael Adamson (Parking Partnership)
Jonathan Baker (Colchester Borough Council)
Stephanie Barnes (Parking Partnership)
Lou Belgrove (Parking Partnership)
Liz Burr (Essex County Council)
Phillip Bylo (Uttlesford District Council)
Trevor Degville (Parking Partnership)
Qasim Durrani (Epping Forest District Council)
Joe McGill (Harlow District Council)
Hayley McGrath (Colchester Borough Council)
Samir Pandya (Braintree District Council)
Hazel Simmons (Colchester Borough Council)
Ian Taylor (Tendring District Council)
Shane Taylor (Parking Partnership)
Alexandra Tuthill (Colchester Borough Council)
Richard Walker (Parking Partnership)
Matthew Young (Colchester Borough Council)

1. Appointment of Chairman

Committee members were informed of legal advice from Colchester Borough Council regarding how the Joint Committee agreement could be interpreted to take into consideration the Local Government (Arrangements for Discharge of Functions)(England) Regulations 2012, and that Essex County Council had obtained its own legal advice on its North Essex Parking Partnership nominee for the 2017/18 municipal year.

RESOLVED that Councillor Mitchell (Essex County Council) be elected Chairman of the North Essex Parking Partnership (NEPP) Joint Committee for On-Street Parking for 2017/18.

2. Appointment of Deputy Chairman

RESOLVED that Councillor Purton (Harlow District Council) be elected Deputy Chairman of the North Essex Parking Partnership Joint Committee for On-Street Parking for 2017/18.

3. Declarations of Interest

Councillor Van Dulken, in respect of his employer, Power-Sonic Europe Limited, having supplied G4S branches, declared a pecuniary interest for the annual Governance Review and Internal Audit report.

Councillor Mitchell, in respect of being a Member of Braintree District Council, declared a non-pecuniary interest.

4. Have Your Say!

Councillor Jon Whitehouse, Epping Forest District Councillor

Councillor Whitehouse attended the meeting to speak in support the Traffic Regulation Order for Allnutts Road, Crossing Road, Brook Road, Warren Road and Charles Street that was being considered as part of the agenda. Councillor Whitehouse stated that the TRO in this area had been in discussions for a long period of time.

Councillor Whitehouse acknowledged the objections that have been made for this scheme, but emphasised the level of support from residents in the area. Whilst this is not a perfect scheme, as there could be more finesse about the proposal, Councillor Whitehouse urged its introduction due to the benefit that would be offered to residents. Further consideration in the future could be made for 10 minute grace periods for the playgroups or business permits.

5. Minutes

Councillor Mitchell took the opportunity to thank Matthew Young, Colchester Borough Council Client Officer, for the work that he had done over the years of the partnership as this would be his last meeting at the NEPP prior to retirement.

Councillor Mitchell also extended his thanks to Councillor Barker, the previous nominee from Uttlesford District Council for the contribution made to the Partnership over the years.

RESOLVED that the minutes of the meeting held on 30 March 2017 were confirmed as a correct record.

6. Consideration of objections to schemes 20116 and 60072

Richard Walker, Parking Partnership, introduced the report which requests that the Joint Committee considered the objections received following the advertisement of two Traffic Regulation Order proposals one in the Braintree District Council area and the other in the Epping Forest District Council area.

Richard Walker explained that whilst he has the delegated authority to decide whether a TRO proceeds, it is best practice when objections are received to bring the order back to the Joint Committee for a further decision.

Trevor Degville, Parking Partnership, highlighted that when a Traffic Regulation Order is advertised it only requests feedback from those who object rather than those who are in support of the proposal.

Councillor Van Dulken, Braintree District Council, highlighted that he recently visited

the site of the Braintree District Council Traffic Regulation Order. He stated that the area is within ten minute walk of the train station and consists of narrow roads; whilst there will be some challenges in the area, Braintree District Council are in support of the proposals.

Councillor Mitchell questioned why local residents were being required to move their cars during the middle of the day. Trevor Degville confirmed that this would be required to ensure that residents could continue to park on the street, without the need for a residents parking scheme, for which there is no support in that area, and also to prevent commuters parking in that area all day.

Councillor Gary Waller, Epping Forest District Council, confirmed that there are a number of specific issues in Allnutts Road that need addressing prior to the expected North Essex Parking Partnership Commuter study reports back. Councillor Waller highlighted that there were 18 objections to the TRO but 75 residents who submitted their support for the scheme. In addition all District and County Councillors in the division are supportive. This TRO would also benefit waste collection vehicles in the area that have difficulty accessing properties.

Trevor Degville informed the Committee that a further letter had been received, correcting a previously received objection and clarifying that the residents at No.2 Charles Street were not in objection to the scheme.

Councillor Mitchell highlighted the difficulty in providing parking restrictions around train stations as commuters will park as much as 25 minutes away from a station in order to park for free.

Councillor Purton, requested confirmation that the arrangements around visitors permits and those individuals accessing the nursery. The Parking Partnership confirmed that there are mechanisms through the MiPermit system that can assist with these issues. Councillor Purton requested that members of the public be made aware of these methods.

RESOLVED that;

- a) having considered the objections and all relevant matters pertaining to the scheme 20116 Wickham Crescent/Holden Close/Gresley Drive (Braintree District Council) the Order should be made and the objections not acceded to.
- b) having considered the objections and all relevant matters pertaining to the scheme Scheme 60072 Allnutts Road/Crossing Road/Brook Road/Warren Field/Charles Street (Epping Forest District Council) the Order should be made and the objections not acceded to

7. Annual Governance Review and Internal Audit

Hayley McGrath, introduced the Annual Governance Review and Internal Audit Report. The report requests the Joint Committee note the annual Governance review of the North Essex Parking Partnership and review and comment on the Internal Audit report.

Hayley McGrath stated that previously the North Essex Parking Partnership was required to produce a small bodies return. This is no longer necessary as the minimum turn-over rates have been increased. However it is felt appropriate that the Joint Committee is still provided with assurance about internal control arrangements, which the internal audit review forms a part of.

Hayley McGrath confirmed that the governance arrangements are working satisfactorily and that the Colchester Borough Council Governance and Audit Committee will receive confirmation of this at a future committee meeting. With regard to the internal audit review, the NEPP received a substantial audit rating with three recommendations. Two of the recommendations apply to the Off-Street service and one applies to the On-Street service.

RESOLVED that;

- a. The Annual Governance Review of the North Essex Parking Partnership be noted
- b. The Joint Committee reviewed and commented on the Internal Audit Report.

8. Annual Review of Risk Management

Hayley McGrath, Corporate Governance Manager, Colchester Borough Council, introduced the Annual Review of Risk Management report for the North Essex Parking Partnership. The report requests the committee endorses the risk management strategy and reviews and comments on the risk register for the NEPP. Hayley McGrath informed the Committee that the risk management strategy for 2017/18 did not require any significant amendments from the previous year.

With regard to the risk register, Hayley McGrath highlighted that the risk register has been reviewed by the Parking Services Manager and the Partnership Client Officers.

Hayley McGrath informed the Committee of the changes to the risks included in the report. Hayley McGrath highlighted a new risk that had been identified which related to the change of senior manager responsible for the service at Colchester Borough Council which could affect service delivery. In addition Hayley McGrath explained that the risk relating to the introduction of the new £1 coin had been removed as the pay and display machines have been installed and are operational.

Councillor Waller questioned the reason behind the recommendation to remove the risk associated with the relationship between senior management and the committee deteriorating as this could occur in the future. Hayley McGrath stated that only those items that are of concern at this particular time will be kept on, this ensures a smaller more manageable risk register. If this issue becomes pertinent once more it can be put back on the risk register.

RESOLVED that;

- a. The North Essex Parking Partnership Joint Committee endorse the Risk Management Strategy for 2016/17.
- b. The committee reviewed and commented on the risk register for the Partnership.

9. Colchester Car Club

Emily Harrup, Travel Plan Co-ordinator, Colchester Borough Council, introduced the Colchester Car Club report. The report requests that the Joint Committee support the introduction of a Colchester Car Club and to support in principle for a Colchester Car Club to apply for dedicated on-street car park spaces for car club vehicles.

Emily Harrup informed the Committee that a national car club is interested in setting up a car club in Colchester. A car club provides an alternative way of accessing a

car on a pay as you drive basis. The aim would be to reduce the number of cars on the road and reduce the demand on parking spaces.

With regard to the dedicated bays for the car club, these need to be visible and in areas that are convenient to members; some of these could be off-street as well as on-street. The car club also needs to be available in current areas and new areas. Councillor Lilley, Colchester Borough Council, expressed his support for the scheme, which may assist in reducing the number of cars in the town centre and smaller villages.

Councillor Mitchell also expressed his support and questioned how members of the Car Club would be able to access the vehicle. Emily Harrup confirmed that the car would be accessed using a smart card which would also feature automatic billing.

RESOLVED that;

- a) The NEPP support the introduction of a Colchester Car Club by a private operator operating an alternative to residents to owning a first or second car.
- b) The NEPP agree in principle for a Colchester Car Club to apply for dedicated On-Street car park spaces for car club vehicles.

10. On-Street Financial Report

Richard Walker, Parking Partnership, introduced the NEPP On-Street Financial Report. The report requests that the Joint Committee approve the financial position at the end of 2016/17 and to approve contributions towards the financing of the Development Plan.

Richard Walker informed the Committee that for the financial year of 2016/17 the Partnership returned a surplus of £283,261, which has been transferred into the Civil Parking Reserve. Following feedback from attending Scrutiny Committee meetings at Partner authorities the civil parking reserves information is now included in the report.

Richard Walker informed the Committee about the expenditure that has already been committed during 2016/17 for a number of different projects including body worn cameras and the CCTV car. The report contains five recommendations about how the civil parking reserves could be invested in line with the priorities of the development plan over the next few years. Richard Walker clarified that the recommendation to update the TRO system included mapping in Epping Forest District Council as well as parts of Tendring District Council.

The Committee congratulated officers for achieving a surplus of £283,261 and discussed the recommendations presented within the report. With regard to the first recommendation the Committee requested that additional information should be presented to members before a decision can be made. Parking Partnership officers stated that further details regarding the ParkSafe car can be distributed following the meeting although delaying the decision may cause difficulties with purchasing the vehicles.

The Committee agreed with the second recommendation in the report regarding mapping, however there were queries about how this would be achieved. The Committee suggested that the third recommendation regarding further developing commuter reports should be deferred until the first commuter report which has already been agreed is received and presented to the Committee at the next meeting.

The recommendation to improve the Pay and Display machines was supported by the Committee but there were concerns regarding the fifth recommendation. Some Committee members requested further information about what the Reserve Capital Investment Fund would be used for and also how this would be monitored by the Committee. Parking Partnership Officers confirmed that this would come to the Committee on an annual basis, however there were suggestions from the Committee that twice a year would be best.

RESOLVED that;

- a) the financial position at end of 2016/17 be approved
- b) The recommendation to replace expiring patrol cars with ParkSafe cars be agreed, pending a further report on the ParkSafe car which will be circulated to members in the coming months.
- c) That the recommendation to update the TRO system, including consolidation of amendments and digital mapping of the remaining unmapped areas be approved
- d) The recommendation to provide further commuter reports for additional areas be deferred until the first commuter report has been brought to the Committee
- e) That the recommendation to provide for updating the remaining On-Street Pay and Display machines for On-Street parking including Wave and Pay where possible be approved.
- f) That the recommendation to provide an amount of surplus to support the creation of a Reserve Capital Investment Fund be deferred until the October meeting where additional information will be provided.

11. NEPP Annual Report Data for 2016/17

Councillor Turner (Tendring District Council) entered the meeting prior to this item commencing.

Richard Walker, Parking Partnership, introduced the NEPP Annual Report Data for 2016/17. The report requests that the details set out in the report be noted. Richard Walker informed the Committee that Parking enforcement authorities are required to publish data relating to the performance in the previous year within six months of the start of the new financial year. The data within the report will be published on the DataShare service and a full Annual report will be presented at the October meeting.

Richard Walker informed the Committee that he had been elected onto the British Parking Association and is now the Chair of the Positive Parking Agenda. The aim of which is to improve parking and parking management across the country and bring it to a wider audience. Part of this will assess whether Annual Reports can be improved and to increase the sharing of best practice for the benefit of the Partnership.

RESOLVED that the NEPP Annual Report Data for 2016/17 be noted.

12. On-Street Operational Report

Lou Belgrove, Parking Partnership, introduced the On-Street Operational Report. The report requests that the content of the report be noted. Lou Belgrove informed the Committee that the report layout has been improved to make performance data easier to interpret.

Lou Belgrove stated that the Partnership has undertaken a review of its

organisational structure. The aim of the review was to streamline the parking partnership and assist the management in focusing on projects and more specific specialisms.

With regard to the ParkSafe car, Lou Belgrove highlighted that deployment of the car is being investigated further to ensure it is reaching its maximum potential. Lou Belgrove highlighted that whilst the Partnership would like concentrate on patrols around schools to improve compliance further, the number issued for Bus Stop infringement has been successful. In addition the Committee were informed that PCN's issued were being paid quickly.

Lou Belgrove also informed the Committee that by the end of July the Partnership will have recruited to the posts that have been advertised, and that phase 2 of the website is currently being devised.

RESOLVED that the On-Street Operational Report be noted.

13. NEPP Joint Committee Governance Review

Jonathan Baker, Colchester Borough Council, introduced the report. The report requests that the Committee amend the quorum of the Off-Street Joint Committee to half plus one, not the current call-in arrangements and agrees the format for report templates to be used for both the On-Street and Off-Street Joint Committee meetings.

Jonathan Baker informed the Committee that a change in the quorum is required due to a change in membership of the Off-Street Committee. This follows the withdrawal of Epping Forest District Council, reducing the membership to only four members. Information about the Call-in process has also been included for Committee members to note. Jonathan Baker also informed the Committee that Colchester Borough Council are currently reviewing committee report templates. Following this review updated report templates for the North Essex Parking Partnership have been included in the report for approval.

Councillor Mitchell suggested that the report templates could use a table grid for the standard references that are required to be included in a report, which allows for a separation of detail within the report from the operational information.

RESOLVED that;

- a) the quorum for the Off-Street Joint Committee be amended to half plus one.
- b) that the current Call-in arrangements be noted
- c) that the format for report templates for both the On-Street and Off-Street Committees be agreed.

14. Forward Plan 2017/18

Jonathan Baker, Colchester Borough Council, introduced the Forward Plan 2017/18 report, which Committee members are requested to note.

Jonathan Baker informed the Committee that during the course of the meeting additional reports have been requested for the October NEPP meeting. This includes the inclusion of a report regarding the results of the Commuter Parking review and detailed information about the Reserve Capital Investment Fund.

RESOLVED that

- a) Reports regarding the Commuter Parking Review and the Reserve Capital Investment Fund be included on the Forward Plan for October.
- b) the Forward Plan 2017/18 be noted.